

Agenda
Sumner County Library Trustee Board
Sumner County Administration Building
Room 112
Wednesday, November 22, 2023
3:30 p.m.

- 1. Call to order/Roll Call**
 - 2. Approval of Agenda**
 - 3. Public Recognition**
 - 4. New Business**
 - a. Personnel Meeting documents**
 - Director Evaluation Policy**
 - Staff Survey/Self Evaluation Document**
 - Director Evaluation Document**
 - b. Policies documents**
 - Computer Use and Internet Safety Policy**
 - Collection Development/Management and Censorship/Access Policy**
 - c. Library Board Calendar/Holidays for 2024**
 - d. Amend the By-Laws**
 - Article III Board Members**
 - Article V Meetings**
 - Section A. Regular Meetings and Quorum**
 - 5. Adjournment**
- *Persons wishing to speak on agenda items shall sign up for Public comment on the sheet provided at the meeting immediately prior to the commencement of the meeting.**

Library Director Evaluation Policy

Purpose

Just as the Library Director regularly evaluates the staff, it is the responsibility of the Board to regularly evaluate the Library Director. Informally, The Library Board trustees are constantly evaluating the director by noticing and responding to what they see in the library and what they hear from the public. But that informal consideration doesn't take the place of a formal review of the Director's performance. An annual evaluation ensures that the director is aware of the board's expectations and allows for a formal line of communication about how those expectations are being met. It is also a time for the board to voice their concerns to the director and shows good management practices to local government officials and the community.

The director should be evaluated according to their job description and the previous year's goals. The criteria:

- Preparing and Managing the Budget
- Staff management
- Professional Awareness
- Collection Development
- Development of Staff
- Utilization of Staff
- Community Development
- Activity in Professional Organizations
- Policy Recommendations to the Board
- Friends of the Library
- Maintenance and Construction of Physical Library
- Establishing Priorities
- Staff Selection
- Implementation of Board decisions
- Library Use

Timing of the evaluation

All Library Directors will be evaluated annually within thirty days prior or after their hire date as Library Director. New hires will be considered to be on a probationary status for six months until the initial six month evaluation is completed. New Library Director evaluations will take place within thirty days prior or after their Library Director hire date.

Weights of documents

The Library Director evaluation document that has been approved by the Library Board will be the sole document used to determine the performance of the Library Director.

Communication Tools

The following communication tools to be used for informational purposes only.

1. **Staff Survey.** The staff survey will be a document approved by the Library Board. The staff survey will be provided to the staff of the Library Director via an online survey instrument or printed along with a manilla envelope. The staff survey will be given to the staff no later than 30 days prior to the set evaluation date for the Library Director. The staff survey is to be completed and returned to the Chair of the Personnel Committee no later than 2 weeks prior to the set evaluation date for the Library Director. The Chair of the Personnel Committee will be sure to get the finished staff surveys to the Personnel Committee members before the set evaluation date for the Library Director.
2. **Library Director Self Survey.** The staff survey will double as a self survey for the Library Director. The self survey will be given to the Library Director no later than 30 days prior to the set evaluation date for the Library Director. The self survey is to be completed and returned to the Chair of the Personnel Committee no later than 2 weeks prior to the set evaluation date for the Library Director. The Chair of the Personnel Committee will be sure to get the finished self survey to the Personnel Committee members before the set evaluation date for the Library Director.

Evaluation Process

The Library Director evaluation will be conducted by the Personnel Committee. Completed evaluations will be presented by the Chair of the Personnel Committee to the Library Board at the next regularly scheduled meeting. The Library Board will vote on whether or not to accept the completed evaluation.

Document Storage

The completed Library Director evaluation shall be kept in the personnel file of the individual Library Director. The files are kept with the Sumner County personnel records.

DIRECTOR EVALUATION – STAFF SURVEY

In preparation for its evaluation of the Library Director this year, the Library Board would like to invite input from the library staff about their perceptions and experience of the Director's performance. To make sure the results are valid and reliable, and because the Library Board truly values your opinion, it is important that each member of the staff take the time to fill out this form.

Please answer each question based on your own experience and perspective. If you believe you do not have the necessary knowledge or experience to respond to a question, please fill in the space for no response (0).

Completed forms should be sealed in the manila envelope provided or via online survey. Individual forms will be kept private by the Board. The members of the Library Board of Trustees thank you for your participation in this critical process.

Please answer the following questions so that:

0 = Don't know or no response

1 = Never

2 = Almost Never

3 = Occasionally/Sometimes

4 = Almost every time

5 = Every time

0 1 2 3 4 5

1. Communicates library priorities. _____
2. Is open to discussing different points of view. _____
3. Is accessible to individual staff members. _____
4. Interacts with staff members in a professional manner. _____
5. Is clear on personnel decisions. _____
6. Evaluates staff performance and clearly communicates expectations. _____
7. Utilizes staff to their full capabilities. _____
8. Allows input from staff on library policies. _____
9. Exercises good judgment in allocating library resources. _____
10. Handles sensitive issues with tact and discretion. _____
11. Provides information on actions taken to all concerned. _____
12. Handles problems decisively. _____
13. Makes decisions after a thorough understanding
of the issues involved. _____
14. Sets realistic goals for the library. _____
15. Balances the various aspects of the job. _____
16. Shows commitment to library policies. _____
17. Is an advocate for the library. _____

18. Completes tasks. _____
19. Demonstrates personal integrity. _____
20. Has a productive relationship with city and county administration. _____
21. Has a productive relationship with the community. _____
22. Is concerned about library morale and takes steps to maintain it. _____
23. Gives credit to staff for work accomplished. _____
24. Shares information in a direct manner. _____
25. Is flexible and willing to admit mistakes or change directions when warranted. _____
26. Creates and/or supports a team environment. _____

General Feedback

List up to three factors that the Library Director excels in?

What would you like to see the Director start doing? Why?

What should the Director stop doing? Why?

Please add any information or comments you would like to share with the Library Board:

Library Director Evaluation

The Sumner County Public Library Board Personnel Committee will conduct a formal annual written evaluation of a Library Director that has been employed longer than the initial 6 month probation period. The evaluation will take place no more than 30 days prior or 30 days after the Library Director's official hire date.

Purposes of the Performance Evaluation

- To provide the director with a clear understanding of the board's expectations.
- To ensure the director and the board are aware of how well the expectations are being met.
- To serve as a formal vehicle of primary communication between the board and director.
- To identify the board's actual concerns so that appropriate action can be taken.
- To demonstrate sound management practices and accountability to county officials and the community.

Expectations and Evaluation

Directors are held accountable to many varied constituencies. The board and the director must recognize these groups and acknowledge the relationship with each one:

- The general public
- Elected officials and the County Commissioners.
- The library staff members
- Friends of the Library groups
- Individual members of the board of trustees

Good communication, public relations, a written plan and clear policies will all help the board and director to deal with any conflicting expectations.

Definition of Rating Terms:

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

0: N/A: Not applicable to this situation.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest) or N/A (Not Applicable) where appropriate:

1. Preparing and Managing the Budget

____ Necessary work is completed in a timely manner prior to monthly and annual presentation to the Board.

____ The budget covers all necessary expenses.

____ Funds are allocated or reserved for unanticipated contingencies.

____ Funds are effectively allocated.

____ Mid-course corrections are minimized.

____ Federal and State Aid reports are accurate and complete and submitted to the SCLB in a timely manner.

____ Other funding sources are explored and applied for as appropriate.

____ Administers the Library Budget.

___ Communicates with the County Finance Department about needs and/or issues with vendors.

___ Communicates with the Library Board about Budget issues as soon as they arise.

Comments

2. Managing the Staff

___ Clear and well communicated management/staff relations are maintained.

___ When grievances are filed there is a clear explanation.

___ Provide hiring procedures and select new employees.

___ Provide training and instruction for library personnel.

___ Supervise and evaluate library personnel.

___ Provide assistance to library personnel in performing their duties when needed.

___ Communicate with library personnel as appropriate.

___ Staff issues and job openings are communicated to the Library Board.

Comments

3. Professional Awareness

___ Innovative methods of service delivery and technical processes are studied thoroughly.

___ Innovations are implemented only after they fit the needs of the library and are proven to be cost effective.

___ The director maintains an adequate knowledge of current library policies and standards set by the Library Board and Tennessee Library Standards.

___ Staff are encouraged to maintain an awareness of technological advances in the profession.

___ Plan and coordinate library services and operations

___ Select and order all library equipment and oversee maintenance and repair of equipment

___ Implement and monitor library procedures and policies developed by the Library Board

___ Plan, implement, and monitor the library technology systems

___ Prepare reports and compile statistical data as needed

___ Oversee condition of facility and grounds

___ Follows meeting procedures at the Library Board meetings

___ Is precise and concise with reports at the Library Board meetings

___ Send Director's reports to Library Board at least 48 hrs ahead of Library Board meetings.

___ Ensure compliance with all laws relating to public libraries

Comments

4. Collection development

 Collection development policy is upheld.

 Director handles any challenges in a timely manner.

 Selection and weeding are policies systematically implemented.

____ Director determines user needs/wants and translates these into appropriate acquisitions and services, as policy and budget allows.

____ Selection criteria have been established to enable the library to react systematically to changes in the budget.

_____ The collection is current and reflects present community standards and education needs.

_____ Review, evaluate, and select books, periodicals, and other library materials.

_____ Develop and maintain the local history collection.

____ Supervise and direct the cataloging and classification of the collection.

Comments

5. Implementation of Board Decisions

 Board decisions are implemented on a timely basis.

Director displays initiative.

Director is objective in making the necessary decisions.

Director is consistent in decisions that affect the staff and/or public.

Director fully and enthusiastically supports board decisions.

____ Director sets an example for the staff through professional conduct, high principles, and a business-like approach.

Comments

6. Use of the Library

____ Effectively communicates library services to the public.

____ A proper and realistic balance is maintained between promotion of services and budget constraints.

____ Circulation trends and in-house use are adequately analyzed.

____ Information about new services that are effectively communicated to the public.

____ Prepare news releases, notices, and library publications.

____ Respond to public inquiries and complaints in a timely manner as set by policy.

Comments

7. Development of Staff

___ Potential managers are identified, encouraged to develop and assisted in their pursuit of career goals.

___ Internal candidates for promotion are competitive with outside candidates for positions.

___ Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds.

___ Staff is trained according to Tennessee Standards.

___ A Succession plan is in place.

Comments

8. Utilization of Staff

___ Staff are aware of the separation of professional and clerical tasks and responsibilities.

___ Peak service hours have been identified and staff deployed accordingly.

___ Functions are analyzed periodically with the objective of combining, eliminating and/or creating new positions.

Comments

9. Community Development

___ Director is active in the community.

___ The Director is "visible" to the population.

___ The Director is available for speaking engagements in the community

___ The Director Serves as a liaison to the community

___ Director communication with local officials and regional office.

___ Prepares news release, notices, and library publications.

Comments

10. Activity in Professional Organizations

___ Director communicates and participates in professional organizations as appropriate.

Comments

11. Policy Recommendations to Board

___ Adequate staff research is completed prior to presentation to the board.

___ Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

Comments

12. Friends of The Library

___ Director actively promotes the maintenance of a Friends group.

___ Director and staff provide adequate support to the Friends organization.

___ Director delineates and/or helps define the role of the Friends group.

___ Friends group has adequate explanation of its role in relationship to the role of the board.

___ Director updates the Library Board about what the Friends is doing and providing for the library.

Comments

13. Maintenance and Construction of Physical Library

____ Buildings and grounds are adequately maintained within the imposed budgetary constraints.

____ Director has an ongoing program that provides adequate information on the need for new and/or remodeled facilities.

_____ New and/or remodeled facilities are functionally appropriate and aesthetically pleasing.

 New and/or remodeled facilities are constructed within budget allocations.

____ All facility needs are reported to the Library Board in a timely fashion.

Comments

14. Establishing Priorities

____ Director's recommended priorities are in concert with the library's plan as defined by the board.

 Priorities appropriately reflect community needs.

Priorities reflect advanced planning.

____ Director's accomplishments reflect and relate to the short and long range plans.

Plans are updated on a continuous basis to reflect changing circumstances.

____ Director provides adequate information to the board on the implementation and revision of short and long term planning.

Comments

15. Staff Selection

____ Staff selection is accomplished at appropriate supervisory levels and with adequate use of staff resources.

____ Selection process is designed to insure the selection of the best person for the job.

____ Staff is selected on criteria set by the Library Board job descriptions.

Comments

Comments/Specific performance or development directives or goals for the next review period, if any: This section must include an explanation of any ratings of 1 or 2.

Signatures;

I have reviewed the attached evaluation and discussed it with the Personnel Committee. My signature means that I have been advised of my performance status, but does not necessarily imply that I agree or disagree with the evaluation.

Library Director's Signature

Library Director's Printed Name

Date

The Personnel Committee has prepared the attached evaluation. The contents of this evaluation and the Director's performance status have been discussed with the Library Director.

Library Board Personnel Committee Chairman's signature

Library Board Personnel Committee Chairman's printed name

Date

Computer Use and Internet Safety

The Sumner County Libraries offer computing centers for public use to access electronic resources, including those on the Internet, as part of the libraries' mission to provide a variety of materials and services to aid all persons in their recreational, educational, and informational pursuits.

Purpose

It is the policy of the Sumner County Libraries to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- Prevent unauthorized access and other unlawful online activity
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

As with other library resources, the use of the library's computer or Internet resources by a minor are the responsibility of the parent or legal guardian.

Definition

Key terms are as defined in the Children's Internet Protection Act¹.

Agreement

Patrons automatically accept the Computer Use & Internet Safety Policy when they access the Internet using the Library's Wi-Fi or a Library computer. Violation of the Computer Use & Internet Safety Policy shall result in loss of computer privileges.

Computer Use

In order to use libraries' computers, one must possess a valid library card in good standing, or they may present identification to obtain a guest pass. Use of computers is on a first-come, first-served basis.

Cardholders may use the computers for a single two (2) hour session per day. Guest pass users may use the computers for a single one (1) hour long session per day. These time limits are set so all library patrons seeking access will have the opportunity. All patrons may request Guest Passes for additional sessions as computer availability allows.

Age 17 is considered adult according to the Children's Internet Protection Act (CIPA). Identification will be required to determine the age of the guest.

Downloading anything to the computer's hard drive is strictly prohibited; therefore, guests may bring a personal storage device for saving purposes.

There is a charge for printing (25 cents/page for black and white prints, 50 cents/page for color prints).

¹ Website: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Library personnel will offer some initial help and answer basic questions but cannot provide extensive assistance due to limiting staffing.

No one may sign on to use a computer thirty (30) minutes prior to closing. The computers will shut down fifteen (15) minutes prior to closing.

The user is responsible for any damage resulting from connection of users' personal computer equipment or peripherals to the computers.

Privacy cannot be guaranteed; all computers are in public areas and must be used as such.

Any copyright law infringement by the patron is solely his/her responsibility.

Internet Safety

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Upon request and subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Prevention of Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Sumner County Libraries online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Failure to abide by the provisions of this policy will result in the loss of library privileges including, but not limited to, use of the Library computers. Illegal acts involving the public computers or Internet connection will be subject to prosecution by local, state and federal authorities.

Responsibility of Library Staff

It shall be the responsibility of all members of the Sumner County Libraries staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act [Pub. L. No. 106-554, and 47 U.S.C. § 254(l)], and the Protecting Children in the 21st Century Act² [Pub. L. No. 110-385, 15. U.S.C. § 6551, et seq.].

² Website: <https://www.fcc.gov/document/protecting-children-21st-century-act-amendment>

The Libraries' Computer Use and Internet Safety Policy does not relieve parents and legal guardians of their ultimate responsibility to monitor and guide their own children's use of all Library resources, including Library computers and Internet access via the Library's network. Parents and legal guardians are expected to take an active role in their children's use of the Internet and discuss their personal values and expectations for their children's use of this resource.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or designated representatives.

Adoption

This policy is reviewed and evaluated annually by the Sumner County Library Board of Trustees.

This Internet Safety Policy was adopted by the Board of Sumner County Libraries at a public meeting, following normal public notice, on **INSERT DATE HERE**.

Internet Safety Policy Form

Due to the controversial nature of some of the materials available on the Internet, the following rules and regulations apply for minors using the Internet computers:

- All users must agree to abide by the Computer Usage Policy. ____ initial
- Children ages 12-16 may use the Internet computers if they have an Internet Safety Policy signed by a parent/guardian on file at the library. ____ initial
- As with all library resources, it is the responsibility of the parent/guardian to determine and monitor their minor child's use of the Internet. ____ initial
- Underage users are forbidden to give out private information about themselves/others or to arrange a face-to-face meeting with someone they met on the Internet without a parent/guardian's permission. ____ initial
- Malicious, threatening, harassing, or obscene behavior/language, including sending, receiving, or displaying materials that may be reasonably construed as obscene by community standards, including pornographic or sexually explicit materials is prohibited. ____ initial
- Participating in hacking activities of any form, using unauthorized access to other computers, networks or information systems is prohibited. ____ initial
- The library will conform to all local, state, and federal laws regarding minors' access to materials harmful to minors. ____ initial
- In order to be compliant with CIPA, Children's Internet Protection Act, the Libraries of Sumner County have placed filters on all computers. For further information, CIPA guidelines can be found at this Internet address: <http://www.fcc.gov/guides/childrens-internet-protection-act> ____ initial
- There is a charge for printing. Please see signs at the printer or inquire at the charge desk. ____ initial
- The library staff will offer some initial help and answer basic questions, but cannot provide extensive help due to limited staff. ____ initial

By signing this agreement, I hereby agree that my child will comply with the Computer Usage Policy. I understand that failure to comply with these rules shall result in termination of their Internet access privileges and can result in possible legal action.

Minor's Name: (please print): _____

Parent/guardian Name: (please print): _____

Parent/guardian Signature: _____

Phone Number: _____

Section 2: Collection

Board Policy 2.00

COLLECTION DEVELOPMENT AND MANAGEMENT

Purpose

The Sumner County Library Board has adopted the following Collection Development and Management Policy to guide the Library Directors and to inform the public about the principles upon which library collections are developed and maintained. This policy will be reviewed annually by the Library Board.

Selection Process

The responsibility for selection of library materials rests with the Library Directors who operate within the framework of the policies determined by the Sumner County Library Board. The Library Directors will provide a monthly inventory list of newly purchased materials to the Library Board.

Selection Guideline

The selection of any material for the Library's collection does not constitute an endorsement of its contents. The Library strives to provide a balanced view on all subjects by selecting sources portraying various sides of an issue. All library materials will adhere to all city and county ordinances and state and federal laws.

Development Plan

The primary goal of collection development is to provide materials (i.e. books, audio recordings, DVDs, electronic, etc.) that meet the educational, informational, and recreational needs of the community. To meet these goals the Library:

- strives to provide a broad range of materials to meet the varied interests and needs of patrons.
- strives to provide a balanced collection.
- evaluates patron requests through reviews, or knowledge and popularity of the author or title. Patron requests are given serious consideration and

added to the collection as warranted and as budget allows.

- strives to use dependable distributors to ensure replacement opportunities.
- strives to provide materials that adhere to community standards and morals.
- strives to provide materials that uphold the unalienable rights protected by the Tennessee Constitution and the Constitution of the United States.
- purchases multiple copies of popular titles where patron demand warrants and as budget allows.

Tools

Tools used include, but not limited to: professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, and lists of recommended titles. Interlibrary loan (ILL) activity and purchase suggestions from patrons are also an important source.

Standard bibliographic and review sources generally include the following, but not limited to: Horn Book, Kirkus Reviews, Publishers Weekly, School Library Journal, Public Library Catalog, Middle School and Junior High School Catalog, Children's Catalog, Elementary School Library Catalog and magazines on specific subjects.

Criteria

Criteria used include, but not limited to: literary merit, enduring value, accuracy, authoritativeness, importance of subject matter to the collection, timeliness, popular demand, cost, scarcity of material on the subject and availability elsewhere, quality and suitability of the format, and space. Other considerations may be applicable in specific subject areas.

Policy for Protecting Children from Harmful, Sexually Explicit Material in the library.

It shall be the goal of the Sumner County Public Library , through its collections policies in areas designated for and accessible by minors, to meet the educational, informational, and recreational needs of the community, including its children. In curating its collection the Sumner County Public Library takes seriously its obligation to not include sex acts or sexually explicit or graphic materials within the children and young adult sections or in areas that are open to minors. This is to ensure that the library adheres to T.C.A. § 39-17-914

The term “sex act” or “sexual activity” is defined as any of the following:

1. Penetration of the penis into the vagina or anus.
2. Contact between the mouth and genitalia or mouth and anus or by contact between the genitalia of one person or the genitalia or anus of another person.
3. Contact between the finger, hand, or other body part of one person or the genitalia or anus of another person, except in the course of examination or treatment by a person medically licensed.
4. Ejaculation or orgasm.
5. By use of artificial sex organs or substitutes therefore in contact with genitalia or anus.
6. The touching of another person’s genitals or anus with a finger, hand, or artificial sex organ or other similar device at the direction of another person.

To improve the experience of our community’s children in the Library and conform the entirety of the Library’s collections to the standards established by the Library Board and requirements of the Children’s Internet Protection Act (CIPA) set forth at 20 U.S.C. § 9134 and 47 U.S.C. § 254:

The library director shall ensure that, in developing the Library's collections for minors, no materials added to the children's and young adult sections of the library's collections shall include (a) any picture, photograph, drawing, sculpture, motion picture film, videocassette, or other visual representation of a person or portion of the human body which depicts nudity or sexual conduct, sexual excitement, sexual battery, bestiality, or sadomasochistic abuse, which exhibits sex acts as previously defined or which is otherwise harmful to minors as defined by CIPA; or (b) any book, pamphlet, magazine, printed matter, or sound recording, however reproduced, which contains explicit or detailed descriptions or narrative accounts of sexual excitement or sexual conduct which exhibits sex acts as previously defined or otherwise harmful to minors or inappropriate matter as defined by CIPA. The library director shall ensure that no materials containing anything in the paragraph above is within reach or made available in any section of the library that minors have access to.

7. The sole exception to this policy is that the library director may curate constitutionally protected materials of the type identified in the above paragraph and definitions 1 through 6 for bona fide research by adults but must ensure that such materials are not accessible to minors. The library director shall ensure that all such materials are kept in such a way as to prevent access by children.

Donations

Donated items considered for addition to the collection consist of like-new material in the following formats: Print and DVD/Blu-ray. Items not accepted for donation include materials in poor condition; magazines and condensed volumes; encyclopedias; textbooks; and artwork. Donated items are examined based on the needs of the collection and following the selection criteria for all other material. The library reserves the right to use or dispose of all donated material as they become the property of the library once donated. The Friends of the Library organizations (FOL) may have first right to review resources not selected for the collection as long as none of the materials violate the Policy for Protecting Children from Harmful, Sexually Explicit Material. The Friends may identify items that can be sold at their book sales, which are a primary fundraiser for the library. Items not used in the sale may be donated to other non-profit organizations, community groups, given away for free to the community or be recycled.

Memorials

The library often receives donation gifts in memory of a family member or a loved one. Monetary memorial donations go directly to the Friends of the Library organizations of the designated Branch. If the donor chooses to have a book given for a memorial, a print title will be selected for them. Acknowledgement of the gift will be sent to the designated person's family and an identifying book plate will be placed in the selected book.

Textbooks & School Materials

The library's collection supports the general school curriculum including homeschooling. Material for test and college prep; general education and some technology testing and study guides are part of the collection, and are continually updated. The library's collection does not support textbook or specialized material for the school system. When available, and at the discretion of the library, request for such resources may be referred to interlibrary loan.

Special Collections

Local History and Genealogy

The resources held in this collection aid community members and those outside the area with genealogical research material. This collection, due to its historical nature, value, and local interest is evaluated differently from the other collections. It is infrequent that materials are withdrawn; staff will attempt to preserve and repair items that are damaged. The work of local authors may be brought to the attention of the Library Director for consideration through submitting information about the published work along with reviews. A copy of the work may also be presented for review.

Archives and Manuscripts

While the public library does have a significant collection of local history, the work of archiving precious and delicate materials, including old print books, newspapers, manuscripts, etc. falls to the Sumner County Archives. Guests who wish to donate items that are of significance to Sumner County, but are in delicate condition, are directed to the Archives for their donation. The library and the Archives work together to meet the needs of those guests seeking genealogical and historical information about Sumner County.

Foreign Language

Languages collected will be determined by community needs based on demographics and evidence of areas of interest.

Large Print

Large print books and other specialized media formats are acquired to serve the needs of the visually impaired and differently abled.

Duplicates

Multiple copies of resources are purchased based on demand and anticipated popularity. Once the demand or need for the additional copies has ceased, titles will be evaluated and considered for weeding with the aid of usage reports.

Recommendations for purchase

Library guests are able to submit requests for material so that the library may acquire material that fulfills specific interests. The guest understands that requested or suggested material is not a guarantee that the item will be added to the collection. Guests requesting material must have a current library card that is in good standing. Titles requested may be recommended to be filled through Interlibrary Loan (ILL), rather than purchased by the library, based on age of title, availability, content, or anticipated use in the community.

Collection Management and Evaluation

Weeding

Weeding, or the intelligent discarding of library materials, is inseparable from collection development. To maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or have a better work on the same subject come available. Depth and breadth of varying degrees are desirable in various areas of the collection. Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection as defined by library policies including the Protecting Children from Harmful, Sexually Explicit Material Policy. The Collection Development Policy serves as a guide for weeding and maintaining the

collection and for the selection of materials. Library Directors may use the C.R.E.W. method, according to Tennessee State Library standards.

Current standards for libraries call for a minimum of 5% of the collection to be weeded yearly and a minimum of 5% to be added. For this to happen, resources are assessed for relevancy and currency a minimum of every two years. Professional judgment, community standards, and policies set by the Sumner County Library Board is required as modification of the guidelines is often necessary.

Titles are withdrawn from the collection through systematic weeding or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the Library Director who decides whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

The Library's Integrated Library System, serves as an inventory and circulation database. This allows the librarians to identify where items are located and how often they have been used by the public. This system also helps to identify resources that are in demand at one location but unused at another location, providing the opportunity to move the item rather than buy a new copy or withdraw entirely.

Withdrawn resources are examined to determine if they will be reordered or replaced with either a newer edition or more current information on the subject. Materials withdrawn from the reference collection which retain informational value may be transferred to the circulating collection or offered to other libraries. Items withdrawn from the collection are transferred to a "free to keep" section of the library, of which the Friends of the Library may have first right to review. The Friends may identify items that can be sold at their book sales, which are a primary fundraiser for the library. Items that are unable to be sold or given away are recycled. Materials withdrawn due to the Protecting Children from Harmful, Sexually Explicit Material Policy, will not be made available to the Friends of the Library for book sales. As outlined in the Protecting Children from Harmful, Sexually Explicit Material Policy, any materials taken from the area intended for minors, may not be reshelved in areas that minors have access to.

E-books will sometimes expire on their own due to the constraints of their purchase/lease agreement.

Board Policy 2.01

CENSORSHIP AND ACCESS

The Sumner County Library Board upholds the right of individuals to access and acquire information to ideas and information representing various viewpoints. Therefore, material available in the System presents diverse viewpoints providing the community access to desired or needed information.

Challenges to collection content

Library Materials Reconsideration Policy:

The Library welcomes expression of opinion by patrons but will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

The following individuals have the right to request reconsideration of specific materials in any of the library's collections:

A. Patron of the library with a valid library card.

B. Sumner County Resident

Any of the above individuals may bring concerns about the inclusion of library material to a library director. A director's first course of action is to try to resolve the patron's concerns verbally. If the patron is not satisfied, the patron who requests the reconsideration of library materials has the right to put his/her request in writing by completing and signing the "Request for Reconsideration of Library Materials" form.

A copy of the completed form will be given to the director and to the person completing the form. The director will notify the board within 24hrs. It is the director's responsibility to communicate with the library staff which material(s) have been challenged.

When the completed form is returned, the director will retrieve reviews of the material(s) in question. The director will then make a preliminary determination of whether the material(s) should be withdrawn or retained in the collection, paying particular attention to whether the material violates Library collection development policy on Protecting Children from Harmful, Sexually Explicit Material in the children's or teen collections, and/or in any area that is accessible to minors, and shall submit their written preliminary determination decision to the patron. The written statement shall be via email provided by the patron or physical document handed to the patron. If the patron is dissatisfied with the Director's determination the patron may appeal the Request for Reconsideration decision to the Library Board which must be communicated in writing via email or physical document to the library director within twenty (20) days of the date of the director's decision letter. The Director shall then, within twenty (20) days, submit the request for reconsideration of library materials and the director's recommended disposition to the Board for consideration. Materials that may violate the Library collection development policy on Protecting Children from Harmful, Sexually Explicit Material in the children's or teen collections, and/or in areas accessible to minors, subject to reconsideration shall be removed from use pending the final decision.

The Library Board will consider the citizen's request for reconsideration at its next regular meeting. In considering the request, the citizen making the request for reconsideration shall have the right to address the Board and state their concerns with the material and why it does not conform to Library collections policy.

The Library Board will then determine whether the director's recommended disposition conforms with the stated policies and procedures of the Sumner County Public Library. On the basis of this determination, the Board may vote to grant the appeal.

The director will communicate the Board's decision, and the reason for it, in writing via email provided by the patron, to the patron who initiated the request for reconsideration at the earliest possible date.

Request for Reconsideration – Procedure for Appeals to Library Board

As outlined in the Request for Reconsideration of Library Materials section of the Collection Development Policy, patrons may submit a Request for Reconsideration form to challenge a collection item, asking that the item be moved or removed from the collection. Once a Request for Reconsideration form is submitted by the patron, the director provides a decision letter. The director's decision may then be appealed to the Library Board

Challenges may be valid only when the decisions are alleged to be violations of library policy. Disagreements with the decisions of the director, do not, in and of itself, constitute a valid challenge. When appealing decisions please reference the specific library policy which has been violated. Presentations should address why the prior decisions are a violation of library policy.

The following information outlines the procedure for appealing a Request for Reconsideration of Library Materials decision to the Library Board .

- The patron's intent to appeal the Request for Reconsideration decision to the Library Board must be communicated in writing to the library director within twenty (20) days of the date of the director's decision letter.
- Introduction of new materials related to the reason(s) for the appeal must be provided in writing to the library director at the time the appeal is requested.
- The library director will coordinate with the patron to schedule the appeal for a future regular library board meeting. If the appeal is received less than 14 days prior to a regular board meeting, the appeal may be scheduled for the next regular board meeting scheduled thereafter. Appeals are scheduled on a first come first served basis and may be rescheduled to a later meeting based on time constraints.

- If there are multiple titles being appealed, each title will be a separate appeal.
- The appeal will include the following steps, in this order:
 1. Existing Reconsideration documents, including the Request for Reconsideration form, the director's decision letter, will be provided to the Library Board and patron.
 2. The patron will present the appeal, beginning with a brief introductory statement outlining their appeal argument.
 3. The patron's appeal presentation will be limited to no more than five (5) minutes.
 4. Board members may ask questions once the appeal presentation is complete.
 5. The Library Board may discuss the presentation and may vote on the appeal, thereby making a final decision. If the Board determines that additional discussion is necessary, the matter may be tabled until the next meeting for further discussion following which a vote will be taken. After the final decision is made, the title may be re-challenged again in three years.

Appeal Hearing Protocol

Presentations will not be used to air personal grievances, make political endorsements or for political campaign purposes. Speakers shall address all comments to the Board as a whole. Discussions between speakers and members of the audience shall not be allowed.

Presentations are for the receipt of new information, not debate. The Chairperson or Board members will not enter into a dialogue with speakers. Questions from the Board will be for clarification purposes. Presentations will not be used as a time for problem solving or reacting to comments made but, rather, for hearing the citizens for informational purposes only.

Insults, obscenities or profanity, attacks against any person in their personal capacity, and/or physical violence or threat thereof are not acceptable behavior.

Demonstrations in support or opposition to a speaker or idea are not permitted in the meeting. Any inappropriate conduct, whether verbal or behavioral, including failing to cease speaking upon expiration of time, may be addressed as follows:

1. A point of order made be made by any member of the Board; and/or
2. The Chairperson may rule the speaker out of order;
3. A speaker who is out of order and thereafter refuses to immediately conform their behavior to library policy forfeits the right to address the Board, and the Board will proceed to make a final determination on the appeal;
4. Any further disruption by the speaker or gross violations of library policy at any time, may result in the speaker being asked to leave the premises;
5. If the speaker fails to immediately leave or the inappropriate conduct continues, the speaker may be removed.
6. Speakers who are asked to leave shall not be permitted to present appeals to the board for six months thereafter;

If order cannot be reestablished following the removal of an offending speaker or persons willfully disrupting the meeting, the Board may entertain a motion to recess the meeting and reconvene at another named location. The Board may reconvene at the named location and may refuse to allow any member of the public who participated in the prior disruption to enter the room.

New Business

d. Amend the By-Laws

Article III Board Members

Article V Meetings, Section A Regular Meetings and Quorum

ARTICLE III BOARD MEMBERS

The Board shall be composed of ~~eleven (11)~~ nine (9) members who are residents of Sumner County and appointed and approved by the Sumner County Board of County Commissioners.

Article V Meetings

A. Regular Meetings and Quorum

- a. The Board shall meet bi-monthly during the months of January, March, May, July, September, and November at a time to be determined by a majority of the board members at the July meeting each year. If a need arises to change the meeting time during the year, it must be by majority vote of the Board.
- b. A quorum of ~~six~~ five members must be present in person to conduct business. A quorum for the transaction of business shall consist of ~~six~~ five members of the seated Board.